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Economic Incentives Application Cover Sheet

The City of Manhattan welcomes your interest in participating in the City's economic development initiatives. This cover sheet should be completed along with the appropriate addendums for particular incentive sources, including Manhattan Economic Development Funds, Industrial Revenue Bonds and Tax Abatement. Please note by providing a check mark next to which fund(s) are requested and attach the appropriate addendum(s) to this cover sheet.

- City of Manhattan Economic Development Fund
- Industrial Revenue Bonds (enclose \$1000 application fee)
- Tax Abatement (enclose \$1000 application fee)

*Please note that all information is subject to the provisions of the **Kansas Open Records Act**.*

Applicant/Company Name: _____

Address: _____

_____, _____

Telephone: _____

Fax: _____

E-Mail: _____

Website: _____

Principal Contact(s) and Titles:

1) _____,

2) _____,

Section I: Project Summary

1. Please provide a brief overview of the relocation or expansion project.

2. Please describe the physical characteristics of the proposed project.
 - a. Provide a brief description of the proposed facility, including proposed location, square footage, and age and condition of the building.

 - b. If the building is leased:
 - i. What are the annual lease payments?

 - ii. What is the present value of the lease?

 - c. If the building is owned:
 - i. What are the annual note payments?

 - ii. What is management's estimate on the value of the property?

What is this estimate based on?

 - iii. Has the property been appraised? Yes No
 - iv. Will any portion of the building be leased?

 - d. List any other offices or plant locations of the Company.

 - e. Any special facility needs for proposed location (i.e. water, sewer, power, streets, etc.)

 - f. Describe a project time-line for completion.

Section III: People and Job Creation

- Names of Current Executive/Senior Management Personnel responsible for the proposed operation.

Name	Title	Years of Service	Ownership Interest

- Names of all Directors and Key Employees associated with the Company.

Name	Title	Years of Service	Ownership Interest

- Are any new management talents needed? Yes No
What kind?

What specific members of management will be hired in the next year?

Indicate any management not full time with Company (describe other responsibilities).

- Please list all *current* employees as outlined in the table below.

Job Category	Current Number	Average Hourly Wage
Accounting/Finance		\$
General Management		\$
Research & Development		\$
Clerical		\$
Sales/Marketing		\$
Engineering		\$
Production		\$
TOTAL		\$

6. Please list all *new employees* that will be created by the proposed project using the table format below.

Job Title/Category	Hourly Wage Range (Low – High)	Average Hourly Wage	Jobs Created Per Year										Total Jobs	
			1	2	3	4	5	6	7	8	9	10		
Exempt (Salaried)														
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
Non-Exempt (Hourly)														
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												
	\$ - \$	\$												

Section IV: Signature and Verification

I hereby certify that the foregoing and attached information is true and correct to the best of my knowledge.

Date _____ Applicant's Signature _____

_____ Title